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Request for Proposal Microcomputer Equipment and Programming for the City of Gordon, Nebraska

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REQUEST FOR PROPOSAL

**MICROCOMPUTER EQUIPMENT AND PROGRAMMING
FOR THE
CITY OF GORDON, NEBRASKA**



**Center for Applied Urban Research
University of Nebraska at Omaha**



September 19, 1983

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1.0 Introduction

1.1 Purpose

This Request for Proposal (RFP) is submitted to solicit proposals from qualified vendors of computer hardware, software, and support for the City of Gordon, Nebraska. In order to receive consideration, a proposed system must meet the requirements of the City of Gordon as herein described.

1.2 Submissions/Schedule

Sealed proposals will be accepted by Ms. T. Siders, City Clerk, City of Gordon, no later than 5:00 p.m. on _____. A copy of the proposal, shall be mailed or delivered to Dr. David R. DiMartino, Center for Applied Urban Research, University of Nebraska at Omaha, Omaha, NE 68182 no later than 5:00 p.m. on _____. All proposals shall be submitted in accordance with the conditions and instructions provided herein.

Schedule:

RFP release: _____

Closing date for submissions: _____

Oral presentations and system demonstrations: _____

Evaluation completed and vendor selected: _____

The schedule is a guideline, and certain dates may vary somewhat from the original intentions. In no event, however, shall the deadline for proposal submissions be changed.

1.3 Selection Process

The selection of a computer system by the City of Gordon will involve both objective and subjective elements. The selection process is outlined below.

1.3.1 Evaluation Criteria

The following criteria will be used to evaluate all proposals: hardware, operating system, application software, hardware maintenance/ support, software maintenance/support, vendor organization, and cost.

1.3.2 RFP/Bids/Selection

This RFP is issued to provide interested vendors with uniform information concerning the requirements of the City of Gordon for an automated information processing system. Vendors shall avoid superficial

marketing language and materials and focus on the actual configurations and capabilities of proposed systems. The attached forms shall be used by vendors in bidding their systems. Failure to do so may lead to rejection of proposal by the City of Gordon.

All proposals will be evaluated by the City Manager of Gordon in consultation with the Center for Applied Urban Research. The City Manager will present his recommendation(s) to the Mayor and City Council of the City of Gordon who will make the final decision regarding contract negotiation and award.

1.3.3 Oral Presentations/Demonstrations

If oral presentations and/or demonstrations of proposed systems are desired by the city, these shall be arranged in advance by the consultant at a time and place convenient for city officials and personnel. Discussion of equipment during oral presentations/demonstrations shall be confined to the configuration and level of equipment recommended in the proposal. The discussion of applications software shall be limited to currently available systems. The presentation/demonstration is not a negotiating session. Only material in the vendor's formal written proposal will be considered, and all sessions will be limited to a maximum of two hours (unless otherwise specified by the City of Gordon).

2.0 General Conditions

2.1 Conformity/Uniformity

All proposals shall conform with the requirements presented in this RFP and shall be submitted using the forms provided in Section 6. Failure to conform may result in rejection of proposals.

2.2 Additional Information/Further Contact

Although the RFP and resulting proposals are of great interest to Gordon officials, vendors shall direct all inquiries or requests for information relative to this RFP to Dr. David R. DiMartino, Center for Applied Urban Research, University of Nebraska at Omaha, Omaha, NE 68182, (402) 554-2764. He is the consultant selected by the city to assist in this procurement process. Any deviation from this requirement may result in disqualification of a vendor.

2.3 Rights of the City of Gordon

2.3.1 Right of Rejection

The City of Gordon reserves the right to reject any or all proposals, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of the city.

2.3.2 Right to Purchase From Any Source

The City of Gordon reserves the right to purchase in part or in whole any desired equipment or services from any source or sources.

2.3.3 Rights to Submitted Materials

All proposals, responses, inquiries, or correspondence relating to this RFP, and all reports, charts, displays, schedules, exhibits, and other documents provided by vendors shall become the property of the City of Gordon when received. The city retains the right to use any or all system ideas presented in any proposal. Selection or rejection of a proposal does not affect this right.

2.3.4 Contract

The City of Gordon reserves the right to require a performance based contract or other performance guarantee from the selected vendor. The city will base payment for the system on system performance.

2.4 Liability and Insurance

The selected vendor shall save and hold the city harmless from any and all liability arising out of the infringement of any patent or copyright in respect to the normal use of proposed or installed equipment or software.

2.5 Price Protection

Prices quoted in the proposal shall be firm and not subject to increase during the term of any contractual agreement arising between the city and the vendor as a result of the proposal. Vendors shall provide firm prices less any federal excise tax. Vendors shall stipulate the expiration date of their quoted prices.

If a price on a piece of hardware or software is reduced by the vendor during the term of this proposal, the same shall be made immediately available to the city, and the city and

its consultant shall be notified in writing by the vendor within 10 days.

2.6 Funding Out Clause

Vendors shall signify their willingness to accept a clause in the contract providing that in the event the city's budget does not allow for funds to maintain an automated data processing system for any following year, a contract for lease or lease/purchase (if either of these options is selected) may be terminated and services discontinued without penalty to the city.

2.7 Delivery Date

Vendors shall specify the delivery date of equipment, services, and/or products (e.g., how long from the time of order to delivery of hardware and/or software). The city will expect to receive, in part or in whole, the selected materials and services on dates and times specified, and the same will be duly entered into the contract with the selected vendor.

2.8 Maintenance/Support

Vendors shall state their hardware and software maintenance policies. They shall also specify the names and addresses of all service organizations that will provide maintenance of all equipment and operating and application software proposed herein. Vendors shall also specify the maximum response time for all services. The response time quoted shall be the maximum time to elapse between the time a call for service is made and a service response occurs. Vendors shall also indicate whether service is on-site by vendor representatives, via telecommunications, or will require that malfunctioning equipment or software be delivered by the city to the vendor's service location. This information is to be provided on Form 4.

2.9 Systems Responsibility

The contents of this RFP notwithstanding, the vendor has the responsibility to verify the completeness, accuracy, and suitability of his proposal to meet the functional requirements of the City of Gordon as stated herein.

If, after installation of the system, any additional equipment or software is necessary to meet the city's requirements, the vendor shall provide this equipment or software without claim for additional payment. The successful vendor shall be obligated to provide a system that meets all guarantees in his proposal for the price contained

therein and one that operates effectively and to the satisfaction of the city.

3.0 Proposal Format

Proposals shall be written in a concise and straightforward manner, and superficial marketing statements and materials shall be avoided.

Proposals shall include the following elements.

3.1 Vendor Identification

Vendors shall identify themselves and provide a list of current users of their systems on Form 1 (see section 6 of this RFP).

3.2 Application Software

- 3.2.1 Furnish narrative description, including principal functions and outputs for the application software package in each functional area (Form 2).
- 3.2.2 Specify cost by application, including license or other fees (Form 2).
- 3.2.3 Identify computer language(s) in which applications are or will be written (Form 2).
- 3.2.4 Identify and provide names and telephone numbers of contact persons in local governments or small businesses in which the proposed application software is installed and supported by the vendor (Form 1).
- 3.2.5 Specify conditions of use, i.e., restrictions, proprietary rights, etc. (Form 2).

3.3 Hardware

- 3.3.1 Describe proposed equipment configuration (Form 3).
- 3.3.2 Provide names and telephone numbers of contact persons in local governments or small businesses in which identical or nearly identical systems are installed and supported by the vendor (Form 1).
- 3.3.3 Provide purchase cost itemized by equipment device (Form 3).

3.4 Maintenance/Support

Specify information related to both hardware and software maintenance and support (Form 4).

3.5 Training

Be able to provide training in system operation and specify the nature and extent of training programs, and the cost,

duration, and location of programs, and the qualifications of trainer(s) (Form 5).

4.0 City of Gordon

4.1 Size

Gordon is a city of approximately 2,200 people located in northwestern Nebraska. The city has a stable population, and no major annexation is currently planned.

4.2 Administration

Gordon operates under the direction of a city manager who serves as chief operating officer. He will have general responsibility for oversight of the implementation and future operation of the proposed EDP system.

4.3 Functions

The Gordon clerk's office handles the finance, personnel, and utility functions of the city. The city's annual budget is approximately \$1,963,000. The city owns and operates a Burroughs L-8000 bookkeeping machine currently used to process city payroll and utility accounts and billing. The transaction volume includes:

- a. Payroll for 20 year-round and 12 seasonal employees, amounting to approximately 600 checks annually
- b. Utility accounts and billing for 1,000 customers for sewer and water and 1,250 customers for refuse collection. Customers are billed quarterly.

The city's accounting functions are handled by Applied Electronics Corporation of Chadron. The city sends a list of checks paid and revenues received at the end of each month to the service bureau which prepares monthly reports. Reports include balance sheet, income and expenditures journal, and consolidated funds comparison for each department by monthly and yearly totals.

Word processing is accomplished on a Xerox 620 memory typewriter.

All other functions such as accounts receivable, accounts payable, and personnel records are handled manually. Accounts payable number approximately 100 per month.

5.0 System Requirements

This section of the RFP is intended to assist vendors to structure proposals appropriate to the specific needs of the city.

Sufficient processing power, mass storage, and peripheral devices shall be available to serve all required activities efficiently and economically. If the selected system fails to perform according to the city's requirements and if this failure is determined to be the fault of the vendor, the vendor shall provide all enhancements or additions required for effective performance at no cost to the city.

5.1 System Constraints

5.1.1 Personnel Considerations

The desired system shall be capable of being operated by existing personnel. User operator training will be required.

Programming changes or modifications shall be documented and capable of accomplishment by the original providing vendor.

5.1.2 File Protection and History

In order to safeguard data files, provision must be made by the vendor for a daily system back-up, e.g., copying all files to a machine sensing medium that can be stored in a different location.

5.1.3 File Security

All computer files shall be accessible in an interactive mode using CRT's. The vendor shall provide security on the system to guard against access to data by unauthorized persons and unauthorized changes to existing data. Such security provisions shall include both hardware and software "lock outs" as well as effective auditing procedures.

5.1.4 Modularity

The proposed system must have the capability for expansion. Increased processing, printing, and mass storage capabilities and networking ability may be needed for future applications. The proposal shall address the means and extent of system expansion in each of these areas.

5.1.5 Data Management

Vendors shall propose data base management and/or file management programming with their proposed systems, describing this programming in full.

5.2 System Hardware

The proposed system hardware configuration shall provide for an on-line, real-time operation with user operating capabilities. Disk must be the primary mass storage medium. The forms in Section 6 of the RFP must be used to specify all hardware characteristics, including ROM and RAM capacities, storage (disk) capacities, 8, 8/16, or 16 bit architecture, etc.

Suggested guidelines for the system are a minimum of 128K of main memory, 10MB of hard disk storage, one video monitor, and one line printer. The actual configuration of the system, however, shall be recommended by the vendor and be based on his proposed system's capabilities and the City of Gordon's file, record, and data processing requirements.

5.3 Operating System

The proposed system must have an operating system that supports the requirements listed under hardware, e.g., on-line, real-time, and interactive. The system shall have a data/file management capability. The City of Gordon prefers that the proposed system use one of the more common operating systems or have the capability to do so, although this is not a requirement.

The operating system and programming languages supported by the hardware must be specified.

5.4 Application Software

5.4.1 General

The development, installation, and performance of the application software are the most important elements of the proposed system. System acceptance and payment will be based on the performance of the initial application software system.

5.4.2 Functions

Proposed systems must provide programming in the following major functional areas: financial management, payroll, personnel, and utility services and billing. The City of Gordon is considering the acquisition of programming for police records and reporting at a later date, so vendors shall include this element in their proposals if available.

a. Financial Management

An integrated financial management system designed around a general ledger accounting

subsystem is the city's first priority requirement. The system shall be capable of encumbrance accounting and conform to accepted governmental accounting standards.

The system shall be transaction-oriented, i.e., an entered transaction must not only update the file against which the transaction is made but all other affected files or subsystems.

The system shall be a governmental fund accounting program and include but not necessarily be limited to the following subsystems:

- Budgetary accounting
- Accounts receivable
- Accounts payable
- General ledger accounting

b. Other Functions

Programming in the following functional areas is also of high priority to City of Gordon. Vendors shall propose programming in each of the following areas:

- (1) payroll
- (2) personnel records
- (3) utility billing and accounting
- (4) spreadsheet capability.

Section 6.0

Forms Required for Proposal Submission

FORM 1
GENERAL INFORMATION

Organization Submitting Proposal

Organization name: _____

Contact person: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Current System Users (local governments or small businesses*):

User 1 - Name: _____

Organization: _____

Address: _____

Telephone: _____

Configuration: _____

User 2 - Name: _____

Organization: _____

Address: _____

Telephone: _____

Configuration: _____

User 3 - Name: _____

Organization: _____

Address: _____

Telephone: _____

Configuration: _____

User 4 - Name: _____

Organization: _____

Address: _____

Telephone: _____

Configuration: _____

*Users listed should have systems comparable to the system herein proposed.
(Use separate page to list additional users.)

FORM 2

SOFTWARE INFORMATION BY FUNCTION

Vendors shall complete one copy of Form 2 for each software package required: Integrated Financial Management System, Spread Sheet, Payroll, Personnel Records, and Utility Billing.

Function _____

Name of package: _____
(If more than
one package or
subsystem, use
additional forms.) _____

Source/Vendor: _____

Functions included
and description:
(attach sample
screens) _____

Programming language: _____

RAM required to
operate: _____

Record capacity: _____

Peripheral devices
required to operate: _____

Documentation
(type and brief
description--
attach samples): _____

Cost (purchase price
only): \$ _____

HARDWARE CONFIGURATION

Equipment Manufacturer/Model #: _____

	<u>Immediate Costs</u>	<u>Expansion Costs</u>
Memory (CPU):		
a) Proposed RAM capacity: _____	\$ _____	
b) Expansion increments: _____	_____	(\$ _____)
c) Maximum RAM: _____		(per increment)
d) ROM capacity: _____		
e) 8, 8/16, or 16 bit system?: _____		
f) Operating system: _____		
g) Other operating system capabilities: _____		

Storage (disk drives):		
a) Model name/#: _____		
b) Floppy disk(s) proposed: _____	\$ _____	
(1) bundled? _____		
(2) Diskette type/capacity: _____		
(3) min./max. number drives: _____		
(4) cost per expansion drive: _____		\$ _____
c) Hard disk proposed: _____	\$ _____	
(1) bundled? _____		
(2) capacity: _____		
(3) min./max configuration: _____		
(4) cost per expansion drive: _____		\$ _____
d) RAM required to operate: _____		
(1) floppy drive: _____		
(2) hard drive: _____		

Monitor:	
a) Model name/#: _____	\$ _____
b) Columns: _____	
c) Rows: _____	
d) Color: _____	

Printer:	
a) Model name/#: _____	\$ _____
b) Speed (cps or lpm): _____	
c) Type (matrix, other): _____	
d) RAM required to operate: _____	

Networking Ability (explain): _____

Single or Multi User: _____

Compatibility (with other micros): _____

Documentation:	
a) System assembly: _____	\$ _____
b) User guide(s): _____	\$ _____
c) Language(s): _____	\$ _____

Proposed backup method (specify): _____

TOTAL FOR PROPOSED HARDWARE \$ _____

FORM 4A

MAINTENANCE INFORMATION: HARDWARE

Organization providing maintenance:

Organization name: _____

Contact person: _____

Address: _____

City/State/Zip: _____

Operating hours of maintenance program: _____

Typical response time for maintenance call: _____

Type of maintenance program: _____

Devices covered: _____

Monthly cost:	Memory (CPU):	\$ _____	Annual cost:	Memory (CPU):	\$ _____
	Storage (disc):	\$ _____		Storage (disc):	\$ _____
	Monitor:	\$ _____		Monitor:	\$ _____
	Printer:	\$ _____		Printer:	\$ _____
	Total:	\$ _____		Total:	\$ _____

Vendor's recommended hardware maintenance (type, device, cost): _____

FORM 4B

SUPPORT INFORMATION: SOFTWARE

Organization providing software support: _____

Organization name: _____

Contact person: _____

Address: _____

City/State/Zip: _____

Operating hours of maintenance/support: _____

Typical response time for support call: _____

Software applications covered: _____

Type of support offered (e.g., user assistance,
program modification, replacement,
debugging, etc. (Please describe.): _____

Monthly cost: \$ _____ Annual cost: \$ _____
(per application) (per application)

Vendor's recommended software support (type, application, cost): _____

Total Cost \$ _____